

Zenport Industrial Park, Building No. 1 | site plan review narrative

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prepared for:

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and

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and

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I. INTRODUCTION / OVERVIEW

The Zenport Industrial Park is an industrial development project to be owned and managed by Zenport Industries, Inc. The site is identified by Washington County Assessor's map as tax lot 2S129DC00800 and is approximately 2.76 acres. The property address is 15104 SW Oregon Street.

Located at the intersection of SW Oregon Street and SW Hall Street, the subject property is bounded by SW Oregon Street to the south, the Southern Pacific Railroad right-of-way to the northwest and industrial land to the east and northeast. It is roughly triangular in aspect. This site was once part of the Frontier Leather Co. Tannery, in operation from 1947 to 1988, but it is not known to have any hazardous conditions and the EPA has issued a letter of "No Further Action". The property is currently vacant, and is zoned LI (Light Industrial). The zoning and development of adjacent properties is as follows:

Direction	Zone (location)	Development
Northwest/West:	LI PUD – Light Industrial PUD	RV storage
Northeast/East:	LI – Light Industrial	vacant land
South:	MDRL & LDR – Residential	Existing residential neighborhood

There are no previous land use actions related to the Zenport Industrial Park. At present, the Owner intends to build a single industrial building and appurtenant site improvements in the immediate vicinity. An overall study of the entire site has been prepared in order to determine a potential buildout, but this submittal is only intended as an application for the first building. Each future phase, when the Owner is ready to proceed, will be subject to a separate site plan review.

II. PROPOSAL

This application proposes the construction of a single pre-engineered metal building, which will be used as a warehouse; it is to be approximately 9,800 square feet in area. In addition, the proposal also includes a two-story office component. Each floor will be approximately 2,200 square feet in area, for a total of 4,400 additional square feet. The total proposed area for the building will be approximately 14,200 square feet. The entire building will be utilized by the Owner. At present, the upper floor of the office will not be utilized as an office—it is intended for future growth. In the interim, it will be used for additional light storage.

No land division is proposed in conjunction with this application. Site improvements will include parking, landscaping, circulation, loading areas and a trash/recycling area as shown on the attached site plan. Only the western-most portion of the site is proposed to be developed at this time. The proposed site improvements will include 11 standard parking stalls, 2 compact parking stalls, 1 ADA stall, and two at-grade loading stalls, as well as an on-site circulation system which will connect the building and parking area to the public sidewalk.

The City of Sherwood has indicated that half-street improvements will be required along the entire frontage of SW Oregon Street. These improvements will include re-construction of the existing asphalt paving, new curb and gutter, a landscape strip and a public sidewalk.

III. RESPONSES TO APPLICABLE CRITERIA

Section 16.90.020 of the Sherwood Municipal Code stipulates that “no building permit shall be issued for a new building or structure...until the proposed development has been reviewed in accordance with Chapter 16.72 (Procedures).” According to 16.72.010, projects involving the development of floor area less than 15,000 sf of floor area qualify for a Type II (Administrative) “Fast-track” Site Plan Review approval process when the industrial use is permitted by the underlying zone. It is the applicant’s understanding that this proposal qualifies for the Type II review process and the following responses are provided to demonstrate compliance with the applicable code criteria. The sections below are identified as the applicable code criteria in the City of Sherwood Pre-Application Conference Notes, dated January 5, 2015. They are presented here in the order they occur in the City Zoning Code, Title 16 of the Sherwood, Oregon Municipal Code and are grouped by the applicable Division headings.

DIVISION II. LAND USE AND DEVELOPMENT

16.31 Industrial Land Use Districts

Light Industrial (LI)

1. Permitted Uses

Response: The proposed building a warehouse with an associated administrative office, which is permitted outright in the LI zoning district. This standard is met.

2. Dimensional Standards

Response: As demonstrated by the table below and in the attached site plans, the proposal is consistent with all applicable development standards. This standard is met.

16.31.030 Development Standards		
	<i>Required</i>	Proposed
Minimum Lot Area – Industrial Uses:	<i>10,000 square feet</i>	2.76 AC / 120,225.6 square feet
Minimum Lot Area – Commercial Uses:	<i>10,000 square feet</i>	2.76 AC / 120,225.6 square feet
Min Lot Width at Property Line:	<i>n/a for Light Industrial</i>	n/a
Min Lot Width at Building Line:	<i>n/a for Light Industrial</i>	n/a
Front Yard Setback:	<i>20 feet</i>	20 feet
Side Yard Setback:	<i>None</i>	5 feet
Rear Yard Setback:	<i>None</i>	N/A
Corner Lot Street Side:	<i>20 feet</i>	not applicable to this lot
Maximum Height:	<i>50 feet, except, for structures located within 100 feet of the residential zone to the south of the site, the limit is 30 feet or two stories, whichever is less.</i>	30 feet

16.58 Clear Vision and Fence Standards**16.58.010 Clear Vision Areas**

- A. A clear vision area shall be maintained on the corners of all property at the intersection of two (2) streets, intersection of a street with a railroad, or intersection of a street with an alley or private driveway.
- B. A clear vision area shall consist of a triangular area, two (2) sides of which are lot lines measured from the corner intersection of the street lot lines for a distance specified in this regulation; or, where the lot lines have rounded corners, the lot lines extended in a straight line to a point of intersection, and so measured, and the third side of which is a line across the corner of the lot joining the non-intersecting ends of the other two (2) sides.
- C. A clear vision area shall contain no planting, sight obscuring fence, wall, structure, or temporary or permanent obstruction exceeding two and one-half (2½) feet in height, measured from the top of the curb, or where no curb exists, from the established street center line grade, except that trees exceeding this height may be located in this area, provided all branches and foliage are removed to the height of seven (7) feet above the ground on the sidewalk side and ten (10) feet on the street side.

The following requirements shall govern clear vision areas:

- 1. In all zones, the minimum distance shall be twenty (20) feet.
- 2. In all zones, the minimum distance from corner curb to any driveway shall be twenty-five (25) feet.
- 3. Where no setbacks are required, buildings may be constructed within the clear vision area.

Response: Clear vision areas along the proposed new driveway will comply with this section and will be free of structures and planted with small shrubs to ensure vision areas are maintained. These clear vision areas are indicated on sheet C200 with a dashed line and noted with keynote 21. Additional information about the types of planting that will occur in this area is noted later in this narrative in response to section 16.92.030.B.6. This standard is met.

16.58.020 - Fences, Walls and Hedges.

- A. *Purpose:* The fence standards promote the positive benefits of fences without negatively impacting the community or endangering public or vehicle safety. Fences can create a sense of privacy, protect children and pets, provide separation from busy streets, and enhance the appearance of property by providing attractive landscape materials. The negative effect of fences can include the creation of street walls that inhibit police and community surveillance, decrease the sense of community, hinder the safe movement of pedestrians and vehicles, and create an unattractive appearance. These standards are intended to promote the positive aspects of fences and to limit the negative ones.
- C. *Applicability:* The following standards apply to walls, fences, hedges, lattice, mounds, and decorative toppers. The standards do not apply to vegetation, sound walls and landscape features up to four (4) feet wide and at least twenty (20) feet apart.
- E. *Location—Non-Residential Zone:*
 - 1. Fences up to eight (8) feet high are allowed along front, rear and side property lines, subject to Section 16.58.010. (Clear Vision) and building department requirements.
 - 2. A sound wall is permitted when required as a part of a development review or concurrent with a road improvement project. A sound wall may not be taller than twenty (20) feet.
 - 3. Hedges up to twelve (12) feet tall are allowed, however, when the non-residential zone abuts a residential zone the requirements of section 16.58.030.d.6. shall apply.
- F. *General Conditions—All Fences:*
 - 1. Fences must be structurally sound and maintained in good repair. A fence may not be propped up in any way from the exterior side.
 - 2. Chain link fencing is not allowed in any required residential front yard setback.
 - 3. The finished side of the fence must face the street or the neighboring property. This does not preclude finished sides on both sides.
 - 4. *Buffering:* If a proposed development is adjacent to a dissimilar use such as a commercial use adjacent to a residential use, or development adjacent to an existing farming operation, a buffer plan that includes, but is not limited to, setbacks, fencing, landscaping, and maintenance via a homeowner's association or managing company must be submitted and approved as part of the preliminary plat or site plan review process per Section 16.90.020 and Chapter 16.122.
 - 5. In the event of a conflict between this Section and the clear vision standards of Section 16.58.010, the standards in Section 16.58.010 prevail.

6. *Fences and walls cannot be located within or over a public utility easement without an approved right-of-way permit.*
7. *The height of a fence or wall is measured from the actual adjoining level of finished grade measured six (6) inches from the fence. In the event the ground is sloped, the lowest grade within six (6) inches of the fence is used to measure the height.*

Response: No fencing is proposed. This standard is met.

DIVISION V. COMMUNITY DESIGN

16.90 Site Planning

D. Required Findings

No site plan approval will be granted unless each of the following is found:

1. *The proposed development meets applicable zoning district standards and design standards in Division II, and all provisions of Divisions V, VI, VIII and IX.*

Response: The narrative on the following pages describes the project's compliance with Divisions II, V, VI, and VIII and IX, as specified in the Pre-Application Conference Notes provided by City of Sherwood Planning Staff on January 5, 2015. This standard is met.

2. *The proposed development can be adequately served by services conforming to the Community Development Plan, including but not limited to water, sanitary facilities, storm water, solid waste, parks and open space, public safety, electric power, and communications.*

Response: The subject property is fully served by existing public infrastructure for all items noted above. The Applicant is aware that frontage improvements will be required to upgrade SW Oregon Street. It is our understanding that some infrastructure, such as electrical lines and conduit for phone and cable lines, are present and will need to be relocated in public utility easements along the frontage of the subject site. Connections to private utilities shall be obtained at the time of construction. Solid waste pick-up can be provided by current services in the area, and can be scheduled once the proposed buildings are occupied. Considerations related to parks should not apply to this development, as it includes only industrial buildings. In summary, public and private utilities necessary to serve the subject site are present. This standard is met.

3. *Covenants, agreements, and other specific documents are adequate, in the City's determination, to assure an acceptable method of ownership, management, and maintenance of structures, landscaping, and other on-site features.*

Response: The subject property is owned by Zenport Industries, Inc., which intends to develop the remainder of the site in the future. Ownership of the subject site will be retained by Zenport Industries, Inc., and no new easements, covenants, or agreements are proposed to govern use of the property at this time. This single-owner scheme will be sufficient to ensure adequate management and maintenance of the entire subject property. The title report and deed are attached to this narrative as Attachment A to provide verification of ownership. This standard is met.

4. *The proposed development preserves significant natural features to the maximum extent feasible, including but not limited to natural drainage ways, wetlands, trees, vegetation (including but not limited to environmentally sensitive lands), scenic views, and topographical features, and conforms to the applicable provisions of Division VIII of this Code and Chapter 5 of the Community Development Code.*

Response: As a part of the Sherwood Tannery site, the subject property was previously developed, utilized, decommissioned, and underwent mitigation activities—which served to eliminate significant natural features. No significant vegetation, habitat, or trees exist on the portion of the site subject to this proposed development. To ensure that off-site impacts to wetland areas

are consistent with applicable requirements and best management practices, a Service Provider Letter has been issued by CWS and is attached for reference as Appendix B.

This proposal does not include uses that are generally stipulated to have a negative impact on environmental quality, such as solid waste facilities, mineral resource extraction, or uses that will create unsavory discharges into the air or water. Environmental performance standards related to noise, vibration, air quality, odors, heat and glare, and energy conservation will be observed as the site is developed and the buildings are occupied and used.

Division VIII of the Sherwood Municipal Code generally sets forth development and performance standards related to environmental impacts, which are addressed in this report. The proposal meets all applicable requirements of Division VIII, as discussed later in this narrative. Because the proposed development and future uses can meet all environmental performance standards, this standard is met.

5. *For developments that are likely to generate more than 400 average daily trips (ADTs), or at the discretion of the City Engineer, the applicant must provide adequate information, such as a traffic impact analysis (TIA) or traffic counts, to demonstrate the level of impact to the surrounding transportation system. The developer is required to mitigate for impacts attributable to the project, pursuant to TIA requirements in Section 16.106.080 and rough proportionality requirements in Section 16.106.090. The determination of impact or effect and the scope of the impact study must be coordinated with the provider of the affected transportation facility.*

Response: Estimates provided by HDJ Design Group (traffic engineering) indicate that the proposed development will generate approximately 40 trips in the PM peak hour based on the assumed use of General Light Industrial (ITE Code 110). The proposal does not generate more than 400 ADTs. No further analysis is needed and no off-site traffic improvements are required. The TIA Report is attached as Appendix C. This standard is met.

6. *The proposed commercial, multi-family, institutional or mixed-use development is oriented to the pedestrian and bicycle, and to existing and planned transit facilities. Urban design standards include the following:*
 - a. *Primary, front entrances are located and oriented to the street, and have significant articulation and treatment, via facades, porticos, arcades, porches, portal, forecourt, or stoop to identify the entrance for pedestrians. Additional entrance/exit points for buildings, such as a postern, are allowed from secondary streets or parking areas.*
 - b. *Buildings are located adjacent to and flush to the street, subject to landscape corridor and setback standards of the underlying zone.*
 - c. *The architecture of buildings are oriented to the pedestrian and designed for the long term and be adaptable to other uses. Aluminum, vinyl, and T-111 siding are prohibited. Street facing elevations have windows, transparent fenestration, and divisions to break up the mass of any window. Roll up and sliding doors are acceptable. Awnings that provide a minimum 3 feet of shelter from rain are required unless other architectural elements are provided for similar protection, such as an arcade.*
 - d. *As an alternative to the standards in Section 16.90.020.D.6.a—c, the following Commercial Design Review Matrix may be applied to any commercial, multi-family, institutional or mixed use development (this matrix may not be utilized for developments within the Old Town Overlay). A development must propose a minimum of 60 percent of the total possible points to be eligible for exemption from the standards in Section 16.90.020.D.6.a—c. In addition, a development proposing between 15,001 and 40,000 square feet of floor area, parking or seating capacity and proposing a minimum of 80 percent of the total possible points from the matrix below may be reviewed as a Type II administrative review, per the standards of Section 16.72.010.A.2.*
 - e. *As an alternative to the standards in Sections 16.90.020.D.6.a—c, the Old Town Design Standards (Chapter 16.162) may be applied to achieve this performance measure.*
 - f. *As an alternative to the standards in Sections 16.90.020.D.6.a—e, an applicant may opt to have a design review hearing before the Planning Commission to demonstrate how the proposed development meets or exceeds the objectives in Section 16.90.010.B of this Code. This design review hearing will be processed as a Type IV review with public notice and a public hearing.*

Response: the standards stated above are not applicable to this proposal, as they specifically are indicated for “commercial, multi-family, institutional or mixed-use development,” not industrial development. Nevertheless, as these standards generally provide for a high-quality design, they have been incorporated into the proposal, to the extent practical, as follows: The entire building has been located as close as is reasonably possible to the street and the primary entry to the facility is located on the prominent corner of the building, closest to the street. The entry and the office portion of the building are articulated by pulling the exterior walls back from the main structural line to create a recessed shadow line which helps to reduce the scale of the building at the office and main entry. The proposal features a combination of steel siding, common to industrial buildings, but also features two different colors and patterns of wood siding on the office portion, to soften the feel and provide a more humanizing scale to the front of the building. Large areas of glazing are provided to provide natural lighting inside while visually linking the interior to the exterior. The glazing is divided into panels and a module and rhythm are established with the glazing and the wood siding to create interest and a human scale. Although it is not required for this project, this standard is met.

7. *Industrial developments provide employment opportunities for citizens of Sherwood and the region as a whole. The proposed industrial development is designed to enhance areas visible from arterial and collector streets by reducing the “bulk” appearance of large buildings. Industrial design standards include the following:*

a. *Portions of the proposed industrial development within 200 feet of an arterial or collector street and visible to the arterial or collector (i.e. not behind another building) must meet any four of the following six design criteria:*

(1) *A minimum 15% window glazing for all frontages facing an arterial or collector.*

Response: the proposal has two elevations which are visible to SW Oregon Street. The building elevations may be found on sheet A5. The southwest elevation provides 27.7% glazing and the southeast elevation provides 6.67% glazing. This standard is not met, however, as will be demonstrated below, the remaining five criteria are met.

(2) *A minimum of two (2) building materials used to break up vertical facade street facing frontages (no T-111 or aluminum siding).*

Response: the proposal features three exterior cladding materials. As previously noted above, the proposal features a combination of steel siding, and two different colors and patterns of wood siding on the office portion. These items are identified on sheet A5. This standard is met.

(3) *Maximum thirty-five (35) foot setback for all parts of the building from the property line separating the site from all arterial or collector streets (required visual corridor falls within this maximum setback area).*

Response: the proposed location of the building is set as close to SW Oregon Street as is reasonably possible while respecting the required 20 foot front yard setback. This dimension is indicated on the site plan, sheet C200. This standard is met.

(4) *Parking is located to the side or rear of the building when viewed from the arterial or collector.*

Response: due to the unique nature of how SW Oregon Street makes a significant turn in direction at the southwest corner of the site, we consider the southwest face of the building as the “front”, because approaching cars and pedestrians have a directly frontal view of the building. The front of the building features 100% landscaping and no parking. All of the parking is located on the side of the building and, except for the driveway, features landscape designed to screen the parking and front loading area from SW Oregon Street. This landscaping is shown on sheet L1.0. This standard is met.

- (5) *Loading areas are located to the side or rear of the building when viewed from the arterial or collector. If a loading area is visible from an arterial or collector, it must be screened with vegetation or a screen made of materials matching the building materials.*

Response: as noted in the response to item (6), above, all of the parking, as well as the delivery-truck loading area, is located to the side of the building and features landscape designed to screen these areas from SW Oregon Street. This landscaping is shown on sheet L1.0. This standard is met.

- (6) *All roof-mounted equipment is screened with materials complimentary to the building design materials.*

Response: no equipment is proposed to be mounted on the roof. This standard is met.

- b. *As an alternative to Section 16.90.020.D.7.a, an applicant may opt to have a design review hearing before the Planning Commission to demonstrate how the proposed development meets or exceeds the applicable industrial design objectives below (this design review hearing will be processed as a Type IV review):*
- (1) *Provide high-value industrial projects that result in benefits to the community, consumers and developers.*
 - (2) *Provide diversified and innovative working environments that take into consideration community needs and activity patterns.*
 - (3) *Support the City's goals of economic development.*
 - (4) *Complement and enhance projects previously developed under the industrial design standards identified in Section 16.90.020.D.7.*
 - (5) *Enhance the appearance of industrial developments visible from arterials and collectors, particularly those considered "entrances" to Sherwood, including but not limited to: Highway 99W, Tualatin-Sherwood Road and Oregon Street.*
 - (6) *Reduce the "bulk" appearance of large industrial buildings as viewed from the public street by applying exterior features such as architectural articulation, windows and landscaping.*
 - (7) *Protect natural resources and encourage integration of natural resources into site design (including access to natural resources and open space amenities by the employees of the site and the community as a whole).*

Response: as indicated in the responses to items (1) through (6), five of the six of the design criteria are met. The standard is to meet at least four of the six; there is no need to appear before the Planning Commission for a design review hearing.

8. *Driveways that are more than twenty-four (24) feet in width shall align with existing streets or planned streets as shown in the Local Street Connectivity Map in the adopted Transportation System Plan (Figure 17), except where prevented by topography, rail lines, freeways, pre-existing development, or leases, easements, or covenants.*

Response: there are no driveways proposed that will exceed 24 feet in width. The proposed driveway is 24 feet wide; it is shown on sheet C200. This standard is met.

16.92 Landscaping

16.92.030 Site Area Landscaping and Perimeter Screening Standards

A. Perimeter Screening and Buffering

1. Perimeter Screening Separating Residential Zones:

A minimum six-foot high sight-obscuring wooden fence, decorative masonry wall, or evergreen screen, shall be required along property lines separating single and two-family uses from multi-family uses, and along property lines separating residential zones from commercial, institutional/public or industrial zones subject to the provisions of Chapter 16.48.020 (Fences, Walls and Hedges).

- a. *For new uses adjacent to inventoried environmentally sensitive areas, screening requirements shall be limited to vegetation only to preserve wildlife mobility. In addition, the Review Authority may require plants and other landscaping features in locations and sizes necessary to protect the privacy of residences and buffer any adverse effects of adjoining uses.*
- b. *The required screening shall have breaks, where necessary, to allow pedestrian access to the site. The design of the wall or screening shall also provide breaks or openings for visual surveillance of the site and security.*

- c. *Evergreen hedges used to comply with this standard shall be a minimum of thirty-six (36) inches in height at maturity, and shall be of such species, number and spacing to provide the required screening within one (1) year after planting.*

Response: An evergreen hedge of Ilex gabra 'Shamrock' and group planting of Thuja plicata 'Fastigiata' are proposed to provide perimeter screening and buffering along SW Oregon Street. Refer to sheet L1.0. This standard is met.

2 *Perimeter Landscaping Buffer*

- a. *A minimum ten (10) foot wide landscaped strip [comprising] trees, shrubs and ground cover shall be provided between off-street parking, loading, or vehicular use areas on separate, abutting, or adjacent properties.*
- b. *The access drives to a rear lots in the residential zone (i.e. flag lot) shall be separated from abutting property(ies) by a minimum of forty-two-inch sight-obscuring fence or a forty-two-inch to an eight (8) feet high landscape hedge within a four-foot wide landscape buffer. Alternatively, where existing mature trees and vegetation are suitable, Review Authority may waive the fence/buffer in order to preserve the mature vegetation.*

Response: Along SW Oregon Street, a 10' wide visual corridor is provided, which is required due to its status as a collector street. None of the other parking boundaries are located within 10 feet of a property line; refer to sheet L1.0. This standard is met.

3. *Perimeter Landscape Buffer Reduction*

If the separate, abutting property to the proposed development contains an existing perimeter landscape buffer of at least five (5) feet in width, the applicant may reduce the proposed site's required perimeter landscaping up to five (5) feet maximum, if the development is not adjacent to a residential zone. For example, if the separate abutting perimeter landscaping is five (5) feet, then applicant may reduce the perimeter landscaping to five (5) feet in width on their site so there is at least five (5) feet of landscaping on each lot.

Response: This standard is not applicable.

B. *Parking Area Landscaping*

3. *Required Landscaping*

There shall be at least forty-five (45) square feet parking area landscaping for each parking space located on the site. The amount of required plant materials are based on the number of spaces as identified below.

Response: The proposed parking count is 14 stalls, which therefore requires 630 sf (14 stalls x 45 sf per stall) of parking area landscaping. 10,266 square feet of parking area landscape is provided, which exceeds this minimum requirement. For additional details, please see the attached landscape plan, sheet L1.0. This standard is met.

4. *Amount and Type of Required Parking Area Landscaping*

a. *Number of Trees required based on Canopy Factor*

Small trees have a canopy factor of less than forty (40), medium trees have a canopy factor from forty (40) to ninety (90), and large trees have a canopy factor greater than ninety (90);

(1) Any combination of the following is required:

- (i) One (1) large tree is required per four (4) parking spaces;*
- (ii) One (1) medium tree is required per three (3) parking spaces; or*
- (iii) One (1) small tree is required per two (2) parking spaces.*
- (iv) At least five (5) percent of the required trees must be evergreen.*

(2) Street trees may be included in the calculation for the number of required trees in the parking area.

b. *Shrubs:*

- (1) Two (2) shrubs are required per each space.*

(2) For spaces where the front two (2) feet of parking spaces have been landscaped instead of paved, the standard requires one (1) shrub per space. Shrubs may be evergreen or deciduous.

c. Ground cover plants:

(1) Any remainder in the parking area must be planted with ground cover plants.

(2) The plants selected must be spaced to cover the area within three (3) years. Mulch does not count as ground cover.

Response: Proposed landscaping will include 5 small deciduous trees, one large evergreen tree adjacent to the parking spaces and 17 proposed street trees. 52 shrubs are proposed adjacent to the parking spaces. The remainder of the parking area is proposed to be planted with groundcover. For additional details, please see the attached landscaping plan, sheet L1.0. This standard is met.

5. Individual Landscape Islands Requirements

a. Individual landscaped areas (islands) shall be at least ninety (90) square feet in area and a minimum width of five (5) feet and shall be curbed to protect the landscaping.

b. Each landscape island shall be planted with at least one (1) tree.

c. Landscape islands shall be evenly spaced throughout the parking area.

d. Landscape islands shall be distributed according to the following:

(1) Residential uses in a residential zone: one (1) island for every eight (8) contiguous parking spaces.

(2) Multi or mixed-uses, institutional and commercial uses: one (1) island for every ten (10) contiguous parking spaces.

(3) Industrial uses: one (1) island for every twelve (12) contiguous parking spaces.

e. Storm water bio-swales may be used in lieu of the parking landscape areas and may be included in the calculation of the required landscaping amount.

f. Exception to Landscape Requirement

Linear raised or marked sidewalks and walkways within the parking areas connecting the parking spaces to the on-site buildings may be included in the calculation of required site landscaping provide that it:

(1) Trees are spaced a maximum of thirty (30) feet on at least one (1) side of the sidewalk.

(2) The minimum unobstructed sidewalk width is at least six (6) feet wide.

(3) The sidewalk is separated from the parking areas by curbs, bollards, or other means on both sides.

Response: There are a total of (4) planter islands proposed. The (3) smaller islands are 6 feet wide (5 feet of clear planting area and a 6" curb each side) and 20 feet long, with a net landscaped area of 94.8 square feet each. The larger island has a net area of 311.2 square feet. They are distributed such that there are no more than (7) contiguous parking spaces. Each island is planted with a tree and groundcover, and additional shrubs are provided in the (3) smaller islands. Landscaping is situated to provide visual interest and protect pedestrian circulation, while diminishing the bulk appearance of the parking and loading areas. For additional details, please see the attached landscaping plan, sheet L1.0. This standard is met.

6. Landscaping at Points of Access

When a private access-way intersects a public right-of-way or when a property abuts the intersection of two (2) or more public rights-of-way, landscaping shall be planted and maintained so that minimum sight distances shall be preserved pursuant to Section 16.58.010.

Response: Where landscaping is proposed adjacent to driveway entrances, it will be planted so as to respect the clear vision area requirements of section 16.58.010. The ground cover (Emerald Carpet) will be approximately 6" high at maturity. The street trees (Flowering Ash) will be headed up to 6 feet at the time they are planted and as the trees mature, they will be maintained to clear all

branches and foliage to a height of seven (7) feet above the ground on the sidewalk side and ten (10) feet on the street side as stipulated in the requirements. This standard is met.

7. *Exceptions*

- a. *For properties with an environmentally sensitive area and/or trees or woodlands that merit protection per Chapters 16.142 (Parks, Trees and Open Space) and 16.144 (Wetland, Habitat and Natural Areas) the landscaping standards may be reduced, modified or "shifted" on-site where necessary in order to retain existing vegetation that would otherwise be removed to meet the above referenced landscaping requirements.*
- b. *The maximum reduction in required landscaping buffer permitted through this exception process shall be no more than fifty (50) percent. The resulting landscaping buffer after reduction may not be less than five (5) feet in width unless otherwise permitted by the underlying zone. Exceptions to the required landscaping may only be permitted when reviewed as part of a land use action application and do not require a separate variance permit.*

Response: This standard is not applicable.

C. *Screening of Mechanical Equipment, Outdoor Storage, Service and Delivery Areas*

All mechanical equipment, outdoor storage and manufacturing, and service and delivery areas, shall be screened from view from all public streets and any adjacent residential zones. If unfeasible to fully screen due to policies and standards, the applicant shall make efforts to minimize the visual impact of the mechanical equipment.

Response: No exterior mechanical equipment or outdoor storage areas are proposed. Service and delivery areas will be screened with landscaping; see sheet L1.0. The loading area situated on the side of the building adjacent to the parking area is flanked with landscape islands on each side. It is also screened with trees and plants located directly opposite the drive aisle and by street trees along SW Oregon Street. This standard is met.

D. *Visual Corridors*

Except as allowed by subsection 6. above, new developments shall be required to establish landscaped visual corridors along Highway 99W and other arterial and collector streets, consistent with the Natural Resources and Recreation Plan Map, Appendix C of the Community Development Plan, Part II, and the provisions of Chapter 16.142(Parks, Trees, and Open Space). Properties within the Old Town Overlay are exempt from this standard.

Response: Visual corridor requirements apply to Highway 99 (not applicable to this proposal) and other arterial and collector streets. SW Oregon Street is identified as a Collector Street by the Sherwood Transportation System Plan, meaning that visual corridor requirements apply along the street frontage of the subject site. A ten foot wide setback between the street and parking area is proposed, satisfying the width standard for visual corridors along collector streets. The landscaping of this area will conform to visual corridor standards as required by landscaping the area between SW Oregon Street and the proposed parking areas. Furthermore, street trees will be provided. In summary, this proposal meets all applicable visual corridor requirements as demonstrated on the site and landscaping plans. Specific details of the plant materials that are proposed are covered later in this narrative in response to section 16.142.040.B. This standard is met.

16.94 Off-Street Parking and Loading

16.94.010 General Requirements

D. *Prohibited Uses*

Required parking, loading and maneuvering areas shall not be used for long-term storage or sale of vehicles or other materials, and shall not be rented, leased or assigned to any person or organization not using or occupying the building or use served.

Response: Parking, loading, and maneuvering areas on the subject site will serve employees and customers of building 1. They will not be used for long-term storage or sale of vehicles or materials and will only be used for the occupants of the buildings. This standard is met.

*E. Location**1. Residential off-street parking spaces:*

- a. Shall be located on the same lot or development as the residential use.*
- b. Shall not include garages or enclosed buildings with the exception of a parking structure in multifamily developments where three (3) or more spaces are not individually enclosed. (Example: Underground or multi-level parking structures).*

2. For other uses, required off-street parking spaces may include adjacent on-street parking spaces, nearby public parking and shared parking located within five hundred (500) feet of the use. The distance from the parking, area to the use shall be measured from the nearest parking space to a building entrance, following a sidewalk or other pedestrian route. The right to use private off-site parking must be evidenced by a recorded deed, lease, easement, or similar written notarized letter or instrument.

Response: Standards 1 and 2 are not applicable to this proposal.

3. Vehicle parking is allowed only on improved parking shoulders that meet City standards for public streets, within garages, carports and other structures, or on driveways or parking lots that have been developed in conformance with this code. Specific locations and types of spaces (car pool, compact, etc.) for parking shall be indicated on submitted plans and located to the side or rear of buildings where feasible.

- a. All new development with forty (40) employees or more shall include preferential spaces for carpool/vanpool designation. Carpool and vanpool parking spaces shall be located closer to the main employee entrance than all other parking spaces with the exception of ADA parking spaces. Carpool/vanpool spaces shall be clearly marked as reserved for carpool/vanpool only.*
- b. Existing development may redevelop portions of designated parking areas for multi-modal facilities (transit shelters, park and ride, and bicycle parking), subject to meeting all other applicable standards, including minimum space standards.*

Response: All parking will be provided on the subject site adjacent to the building, as shown in the attached site plans. Accessible parking spaces are indicated on the site plans and are located close to building entrances. No carpool or vanpool spaces are proposed at this time because the number of employees is less than 40. The relevant portion of this standard is met.

F. Marking

All parking, loading or maneuvering areas shall be clearly marked and painted. All interior drives and access aisles shall be clearly marked and signed to show the direction of flow and maintain vehicular and pedestrian safety.

Response: As shown in the attached site plan, sheet C200, parking will be striped and signed as required under City of Sherwood standards and Oregon Structural Specialty Code requirements to delineate individual parking spaces and ADA accessible parking, including painted striping and metal signage. Traffic circulation and direction of drive aisles will be clearly indicated. This standard is met.

G. Surface and Drainage

- 1. All parking and loading areas shall be improved with a permanent hard surface such as asphalt, concrete or a durable pervious surface. Use of pervious paving material is encouraged and preferred where appropriate considering soils, location, anticipated vehicle usage and other pertinent factors.*
- 2. Parking and loading areas shall include storm water drainage facilities approved by the City Engineer or Building Official.*

Response: All parking areas will be paved with asphalt concrete pavement, as shown in the attached site plan, sheet C200. Loading dock areas will be paved in concrete; car parking and drive aisle areas will be paved in 3" asphalt concrete over 8"-10" of crushed rock; heavy duty areas will be paved in 3" asphalt concrete over 12" crushed rock. Storm water drainage facilities and access are proposed on the subject site, also shown in the attached site plans. This standard is met.

I. Parking and Loading Plan

An off-street parking and loading plan, drawn to scale, shall accompany requests for building permits or site plan approvals, except for single and two-family dwellings, and manufactured homes on residential lots. The plan shall show but not be limited to:

1. Delineation of individual parking and loading spaces and dimensions.
2. Circulation areas necessary to serve parking and loading spaces.
3. Location of accesses to streets, alleys and properties to be served, and any curb cuts.
4. Landscaping as required by Chapter 16.92
5. Grading and drainage facilities.
6. Signing and bumper guard specifications.
7. Bicycle parking facilities as specified in Section 16.94.020.C.
8. Parking lots more than one (1) acre in size shall provide street-like features including curbs, sidewalks, and street trees or planting strips.

Response: As shown in the attached site plans and landscaping plans, a single-entry parking lot is proposed which will satisfy the circulation needs of passenger vehicles and trucks. Refer to sheets A1 and C200. Covered bicycle parking is accommodated at the building entrance. The parking lot is less than one acre in area, so the standards noted for lots greater than 1 acre in area are not applicable to this proposal. This standard is met.

16.94.020 Off-Street Parking Standards

A. Generally

Minimum Parking Standard:

Office: 2.7 spaces per 1,000 SF of gross leasable area

Warehouse: 0.3 spaces per 1,000 SF of gross leasable area*

**(gross square feet; parking ratios apply to warehouses 150,000 gsf or greater)*

Response: Based on the standards noted above, the following minimum parking is required:

Office:	2,200 sf / 1000 x 2.7 = 5.94 stalls
Warehouse:	9,800 sf / 1000 x 0.3 = 2.94 stalls
<u>Storage (future office)</u>	<u>2,200 sf / 1000 x 0.3 = 0.66 stalls</u>
Total required:	9.54 stalls

Parking is proposed at 14 spaces; a net ratio of 1.1 stalls per 1,000 square feet of gross leasable area. This standard is met.

B. Dimensional and General Configuration Standards

1. *Dimensions For the purpose of this Chapter, a "parking space" means a stall nine (9) feet in width and twenty (20) feet in length. Up to twenty five (25) percent of required parking spaces may have a minimum dimension of eight (8) feet in width and eighteen (18) feet in length so long as they are signed as compact car stalls.*

Response: The proposed parking layout includes (11) standard stalls of 9' x 20', (2) compact stalls of 8' x 20', which will be designated with signage. There is also (1) van accessible stall, 17' wide (stall plus access aisle) x 20' deep. This information can be found on sheet C200. This standard is met.

2. Layout

Parking space configuration, stall and access aisle size shall be of sufficient width for all vehicle turning and maneuvering. Groups of more than four (4) parking spaces shall be served by a driveway so as to minimize backing movements or other maneuvering within a street, other than an alley. All parking areas shall meet the minimum standards shown in the following table and diagram.

Response: As shown in the attached site plans, all proposed parking spaces are served by 24 foot wide driveways. At the end of the driveway, the truck loading area and a hammerhead at the north

end of the building is sufficient to allow vehicles to turn around and exit out of the parking area in the same driveway in which they enter. At present, this loading area and hammerhead is not paved with asphaltic concrete, but a compacted gravel section is to be provided which will be sufficient to support the weight of trucks and fire apparatus. This standard is met.

3. Wheel Stops

- a. *Parking spaces along the boundaries of a parking lot or adjacent to interior landscaped areas or sidewalks shall be provided with a wheel stop at least four (4) inches high, located three (3) feet back from the front of the parking stall as shown in the above diagram.*
- b. *Wheel stops adjacent to landscaping, bio-swales or water quality facilities shall be designed to allow storm water runoff.*
- c. *The paved portion of the parking stall length may be reduced by three (3) feet if replaced with three (3) feet of low lying landscape or hardscape in lieu of a wheel stop; however, a curb is still required. In other words, the traditional three-foot vehicle overhang from a wheel stop may be low-lying landscaping rather than an impervious surface.*

Response: A wheel stop with a bumper overhang of 3' is provided on all stalls to prevent cars from pulling too far forward and blocking the sidewalk at the head of the stalls. . This standard is met.

4. Service Drives

Service drives shall be clearly and permanently marked and defined through use of rails, fences, walls, or other barriers or markers, and shall have minimum vision clearance area formed by the intersection of the driveway center line, the street right-of-way line, and a straight line joining said lines through points fifteen (15) feet from their intersection.

Response: There are no dedicated service drives proposed. This standard is not applicable.

5. Credit for On-Street Parking

- a. *On-Street Parking Credit. The amount of off-street parking required shall be reduced by one (1) off-street parking space for every on-street parking space adjacent to the development. On-street parking shall follow the established configuration of existing on-street parking, except that angled parking may be allowed for some streets, where permitted by City standards.*
- b. *The following constitutes an on-street parking space:*
 - (1) *Parallel parking, each twenty-four (24) feet of uninterrupted curb;*
 - (2) *Forty-five (45)/sixty (60) degree diagonal, each with ten (10) feet of curb;*
 - (3) *Ninety (90) degree (perpendicular) parking, each with eight (8) feet of curb;*
 - (4) *Curb space must be connected to the lot which contains the use;*
 - (5) *Parking spaces that would not obstruct a required clear vision area, nor any other parking that violates any law or street standard; and;*
 - (6) *On-street parking spaces credited for a specific use may not be used exclusively by that use, but shall be available for general public use at all times. No signs or actions limiting general public use of on-street spaces is permitted.*

6. Reduction in Required Parking Spaces

Developments utilizing Engineered storm water bio-swales or those adjacent to environmentally constrained or sensitive areas may reduce the amount of required parking spaces by ten (10) percent when twenty-five (25) through forty-nine (49) parking spaces are required, fifteen (15) percent when fifty (50) and seventy-four (74) parking spaces are required and twenty (20) percent when more than seventy-five (75) parking spaces are required, provided the area that would have been used for parking is maintained as a habitat area or is generally adjacent to an environmentally sensitive or constrained area.

7. Parking Location and Shared Parking

Owners of off-street parking facilities may post a sign indicating that all parking on the site is available only for residents, customers and/or employees, as applicable.

Response: The proposal does not seek credit for on-street parking, nor a reduction in parking spaces. Shared parking is proposed at this time. These standards are not applicable.

C. Bicycle Parking Facilities

1. General Provisions

- a. *Applicability.* Bicycle parking spaces shall be provided for new development, changes of use, and major renovations, defined as construction valued at twenty-five (25) percent or more of the assessed value of the existing structure.
- b. *Types of Spaces.* Bicycle parking facilities shall be provided in terms of short-term bicycle parking and long-term bicycle parking. Short-term bicycle parking is intended to encourage customers and other visitors to use bicycles by providing a convenient and readily accessible place to park bicycles. Long-term bicycle parking provides employees, students, residents, commuters, and others who generally stay at a site for at least several hours a weather-protected place to park bicycles.
- c. *Minimum Number of Spaces.* The required total minimum number of bicycle parking spaces for each use category is shown in Table 4, Minimum Required Bicycle Parking Spaces.
- d. *Minimum Number of Long-term Spaces.* If a development is required to provide eight (8) or more required bicycle parking spaces in Table 4, at least twenty-five (25) percent shall be provided as long-term bicycle with a minimum of one (1) long-term bicycle parking space.
- e. *Multiple Uses.* When there are two or more primary uses on a site, the required bicycle parking for the site is the sum of the required bicycle parking for the individual primary uses.

2. Location and Design.

a. General Provisions

- (1) Each space must be at least two (2) feet by six (6) feet in area, be accessible without moving another bicycle, and provide enough space between the rack and any obstructions to use the space properly.
- (2) There must be an aisle at least five (5) feet wide behind all required bicycle parking to allow room for bicycle maneuvering. Where the bicycle parking is adjacent to a sidewalk, the maneuvering area may extend into the right-of-way.
- (3) *Lighting.* Bicycle parking shall be at least as well-lit as vehicle parking for security.
- (4) *Reserved Areas.* Areas set aside for bicycle parking shall be clearly marked and reserved for bicycle parking only.
- (5) Bicycle parking in the Old Town Overlay District can be located on the sidewalk within the right-of-way. A standard inverted "U shaped" or staple design is appropriate. Alternative, creative designs are strongly encouraged.
- (6) *Hazards.* Bicycle parking shall not impede or create a hazard to pedestrians. Parking areas shall be located so as to not conflict with vision clearance standards.

b. Short-term Bicycle Parking

- (1) Provide lockers or racks that meet the standards of this section.
- (2) Locate inside or outside the building within thirty (30) feet of the main entrance to the building or at least as close as the nearest vehicle parking space, whichever is closer.

c. Long-term Bicycle Parking

- (1) Provide racks, storage rooms, or lockers in areas that are secure or monitored (e.g., visible to employees or customers or monitored by security guards).
- (2) Locate the outside bicycle parking spaces within one hundred (100) feet of the entrance that will be accessed by the intended users.
- (3) All of the spaces shall be covered.

d. Covered Parking (Weather Protection)

- (1) When required, covered bicycle parking shall be provided in one (1) of the following ways: inside buildings, under roof overhangs or awnings, in bicycle lockers, or within or under other structures.
- (2) Where required covered bicycle parking is not within a building or locker, the cover must be permanent and designed to protect the bicycle from rainfall and provide seven-foot minimum overhead clearance.
- (3) Where required bicycle parking is provided in lockers, the lockers shall be securely anchored.

Response: as there are less than 40 auto parking spaces provided, (2) bicycle spaces (the minimum) are required. No long-term bicycle spaces are required, because there are less than 8 bicycle parking spaces required; none are proposed.

A metal bicycle rack is conveniently provided adjacent to the main entry (less than 30 feet); it provides (2) bike parking spaces, 2' wide x 6' long. A 5' wide maneuvering area is located adjacent to the bicycle parking area. Short-term parking spaces are not required to be covered, but the spaces provided will be under the drip line of the roof and well-lit by the lighting of the main entry. The location is conveniently adjacent to the main building entry, but it is off to the side and does not present a conflict with the pedestrian route. This standard is met.

16.94.030 Off-Street Loading Standards

A. Minimum Standards

1. A driveway designed for continuous forward flow of passenger vehicles for the purpose of loading and unloading passengers shall be located on the site of any school, or other public meeting place, which is designed to accommodate more than twenty five (25) persons at one time.
2. The minimum loading area for non-residential uses shall not be less than ten (10) feet in width by twenty-five (25) feet in length and shall have an unobstructed height of fourteen (14) feet.
3. Multiple uses on the same parcel or adjacent parcels may utilize the same loading area if it is shown in the development application that the uses will not have substantially overlapping delivery times.
4. The following additional minimum loading space is required for buildings in excess of twenty thousand (20,000) square feet of gross floor area: [not applicable]

Response: As shown in the attached site plans, the building has two loading areas. The south loading area is for small delivery trucks (FedEx, UPS, etc.). It is 19 feet wide, 20 feet deep and has no overhead obstructions. The loading area is adjacent to the 5 foot wide sidewalk, allowing for a net loading stall depth of 25 feet, as required by the standards. A second loading area is allocated at the north end of the building for larger trucks. It is 76 feet long and 28 feet wide. This standard is met.

B. Separation of Areas

Any area to be used for the maneuvering of delivery vehicles and the unloading or loading of materials shall be separated from designated off-street parking areas and designed to prevent the encroachment of delivery vehicles onto off-street parking areas or public streets. Off-street parking areas used to fulfill the requirements of this Chapter shall not be used for loading and unloading operations.

Response: The truck bays for loading and unloading are separated from parking areas with landscaping and contrasting paving material, as shown in the attached site plans. Off-street parking is clearly separated from loading areas and is not located adjacent to loading doors. This standard is met.

16.96 On-Site Circulation

16.96.010 On-Site Pedestrian and Bicycle Circulation

A. Purpose

On-site facilities shall be provided that accommodate safe and convenient pedestrian access within new subdivisions, multi-family developments, planned unit developments, shopping centers and commercial districts, and connecting to adjacent residential areas and neighborhood activity centers within one-half mile of the development. Neighborhood activity centers include but are not limited to existing or planned schools, parks, shopping areas, transit stops or employment centers. All new development, (except single-family detached housing), shall provide a continuous system of private pathways/sidewalks.

Response: The standard stated above is primarily applicable to development which is not industrial in nature; nevertheless the standard states that "all new development...shall provide a continuous system of private pathways/sidewalks." The site plan is designed to accommodate passenger vehicles, trucks, and pedestrians, while minimizing any potential conflicts between these three transportation modes. Wide loading spaces are configured to allow freight vehicles to freely and easily back into or out of their loading areas. A pedestrian connection from SW Oregon

Street is proposed to the building entrance via a 6 foot wide sidewalk. At present, there is no additional development other than the proposed single building, so the development of a continuous system of private sidewalks is not applicable at this point in time. A pathway is provided at the head of the parking stalls which, in the future, will connect to additional development. See sheet C200 for more details. This standard is met.

C. Joint Access

Two (2) or more uses, structures, or parcels of land may utilize the same ingress and egress when the combined ingress and egress of all uses, structures, or parcels of land satisfied the other requirements of this Code, provided that satisfactory legal evidence is presented to the City in the form of deeds, easements, leases, or contracts to clearly establish the joint use.

Response: at present, this standard does not apply.

D. Connection to Streets

1. *Except for joint access per this Section, all ingress and egress to a use or parcel shall connect directly to a public street, excepting alleyways with paved sidewalk.*
2. *Required private sidewalks shall extend from the ground floor entrances or the ground floor landing of stairs, ramps or elevators to the public sidewalk or curb of the public street which provides required ingress and egress.*

Response: The proposal includes direct access to SW Oregon Street and the associated public sidewalk. Bicycles can utilize either the pedestrian access path or the public roadway, and vehicle speeds within the parking area are anticipated to be low. Refer to the site plans. This standard is met.

F. Access to Major Roadways

Points of ingress or egress to and from Highway 99W and arterials designated on the Transportation Plan Map, attached as Appendix C of the Community Development Plan, Part II, shall be limited as follows:

1. *Single and two-family uses and manufactured homes on individual residential lots developed after the effective date of this Code shall not be granted permanent driveway ingress or egress from Highway 99W and arterial roadways. If alternative public access is not available at the time of development, provisions shall be made for temporary access which shall be discontinued upon the availability of alternative access.*
2. *Other private ingress or egress from Highway 99W and arterial roadways shall be minimized. Where alternatives to Highway 99W or arterials exist or are proposed, any new or altered uses developed after the effective date of this Code shall be required to use the alternative ingress and egress.*
3. *All site plans for new development submitted to the City for approval after the effective date of this Code shall show ingress and egress from existing or planned local or collector streets, consistent with the Transportation Plan Map and Section VI of the Community Development Plan.*

Response: No private access to any highways or arterial streets is proposed. Access to SW Oregon Street, which is designated as a collector street, meets the City's transportation standards, as shown on the site plan. This standard is met.

G. Service Drives

Service drives shall be provided pursuant to Section 16.94.030.

Response: As discussed previously in 16.94.030 Off-Street Loading Standards, this standard is not applicable.

16.96.030 Minimum Non-Residential Standards

Minimum standards for private, on-site circulation improvements in non-residential developments:

A. Driveways

2. *Industrial: Improved hard surface driveways are required as follows: [1 – 249 parking spaces: 1 driveway, minimum width one-way: 15'; two-way: 24'.*

Response: One driveway is required for industrial developments with less than 250 parking spaces. The proposed site plan includes one 24 foot wide driveway with two-way traffic flow. This standard is met.

B. Sidewalks and Curbs

1. A private pathway/sidewalk system extending throughout the development site shall be required to connect to existing development, to public rights-of-way with or without improvements, to parking and storage areas, and to connect all building entrances to one another. The system shall also connect to transit facilities within five hundred (500) feet of the site, future phases of development, and whenever possible to parks and open spaces.
2. Curbs shall also be required at a standard approved by the Hearing Authority. Private pathways/sidewalks shall be connected to public rights-of-way along driveways but may be allowed other than along driveways if approved by the Hearing Authority.
3. Private Pathway/Sidewalk Design. Private pathway surfaces shall be concrete, asphalt, brick/masonry pavers, or other pervious durable surface. Primary pathways connecting front entrances to the right of way shall be at least 6 feet wide and conform to ADA standards. Secondary pathways between buildings and within parking areas shall be a minimum of four (4) feet wide and/or conform to ADA standards. Where the system crosses a parking area, driveway or street, it shall be clearly marked with contrasting paving materials or raised crosswalk (hump). At a minimum all crosswalks shall include painted striping.

Response: A pedestrian circulation system appropriate to the proposed level of development is included in this proposal. A 5 foot wide concrete pathway is proposed adjacent to the building. It is separated from the parking area by wheel stops that are placed 3 feet back from the front of the parking stall which protects the walkway from vehicle bumper overhangs. This internal pathway adjoins the front of the building and allows safe, dedicated pedestrian access to the building entrance and also connects to the public way. The portion of the pathway between the building and the public way is scheduled at 6 feet wide. At present, no pathways cross vehicle maneuvering areas. In the future, this circulation system will be extended to connect with additional parking and buildings, as they are developed. See sheet C200 for more details. This standard is met.

16.96.040 On-Site Vehicle Circulation

B. Joint Access [See also Chapter 16.108]

Two (2) or more uses, structures, or parcels of land are strongly encouraged to utilize jointly the same ingress and egress when the combined ingress and egress of all uses, structures, or parcels of land satisfy the other requirements of this Code, provided that satisfactory legal evidence is presented to the City in the form of deeds, easements, leases, or contracts to clearly establish the joint use. In some cases, the City may require a joint access to improve safety, vision clearance, site distance, and comply with access spacing standards for the applicable street classification.

Response: At present, this standard is not applicable.

C. Connection to Streets

1. Except for joint access per this Section, all ingress and egress to a use or parcel shall connect directly to a public street, excepting alleyways.
2. Required private sidewalks shall extend from the ground floor entrances or the ground floor landing of stairs, ramps or elevators to the public sidewalk or curb of the public street which provides required ingress and egress.

Response: One vehicle connection to SW Oregon Street is proposed. One pedestrian connection to the right-of-way on SW Oregon Street is proposed and connects directly to the ground floor entrance of the office, as shown on the site plans. This standard is met.

E. Service Drives

Service drives shall be provided pursuant to Section 16.94.030.

Response: as noted above, there are no dedicated service drives proposed. This standard is not applicable.

16.98 On-Site Storage

16.98.010 - Recreational Vehicles and Equipment

Response: Storage of Recreational Vehicles and Equipment is not proposed. This standard does not apply.

16.98.020 Solid Waste and Recycling Storage

All uses shall provide solid waste and recycling storage receptacles which are adequately sized to accommodate all solid waste generated on site. All solid waste and recycling storage areas and receptacles shall be located out of public view. Solid waste and recycling receptacles for multi-family, commercial, industrial and institutional uses shall be screened by six (6) foot high sight-obscuring fence or masonry wall and shall be easily accessible to collection vehicles.

Response: A recycling and refuse area is located behind the building, as shown in the site plan on sheet A1 and C200. The proposed trash and recycling areas are situated such that they can be easily accessed by collection vehicles and will feature 6' black vinyl-clad chain link, sight-obscuring fences. The location allows the building to screen the enclosure from SW Oregon Street. This standard is met.

16.98.030 Material Storage

- A. *Generally. Except as otherwise provided herein, external material storage is prohibited, except in commercial and industrial zones where storage areas are approved by the Review Authority as part of a site plan or per Section 16.98.040*
- B. *Standards. Except as per Section 16.98.040, all service, repair, storage, and merchandise display activities carried on in connection with any commercial or industrial activity, and not conducted within an enclosed building, shall be screened from the view of all adjacent properties and adjacent streets by a six (6) foot to eight (8) foot high, sight obscuring fence subject to chapter 16.58.020. In addition, unless adjacent parcels to the side and rear of the storage area have existing solid evergreen screening or sight-obscuring fencing in place, new evergreen screening no less than three (3) feet in height shall be planted along side and rear property lines. Where other provisions of this Code require evergreen screening, fencing, or a landscaped berm alongside and rear property lines, the additional screening stipulated by this Section shall not be required.*

Response: Outdoor storage is not currently anticipated; if future outdoor storage is desired, the standards of 16.98.040 will be met. This standard does not apply.

- C. *Hazardous Materials. Storage of hazardous, corrosive, flammable, or explosive materials, if such storage is otherwise permitted by this Code, shall comply with all local fire codes, and Federal and State regulations.*

Response: the Owner does not intend to store hazardous materials. This standard does not apply.

16.98.040 - Outdoor Sales and Merchandise Display

Response: Outdoor sales and merchandise display is not currently anticipated; if future outdoor sales is desired, the standards of 16.98.040 will be met. This standard does not apply.

16.106 Transportation Facilities

16.106.020 - Required Improvements

- A. *Generally*

Except as otherwise provided, all developments containing or abutting an existing or proposed street, that is either unimproved or substandard in right-of-way width or improvement, shall dedicate the necessary right-of-way prior to the issuance of building permits and/or complete acceptable improvements prior to issuance of occupancy permits. Right-of-way requirements are based on functional classification of the street network as established in the Transportation System Plan, Figure 15.

- B. *Existing Streets*

Except as otherwise provided, when a development abuts an existing street, the improvements requirement shall apply to that portion of the street right-of-way located between the centerline of the right-of-way and the property line of the lot proposed for development. In no event shall a required street improvement for an existing street exceed a pavement width of thirty (30) feet.

C. *Proposed Streets*

1. *Except as otherwise provided, when a development includes or abuts a proposed street, in no event shall the required street improvement exceed a pavement width of forty (40) feet.*
2. *Half Streets: When a half street is created, a minimum of 22 feet of driving surface shall be provided by the developer.*

D. *Extent of Improvements*

1. *Streets required pursuant to this Chapter shall be dedicated and improved consistent with Chapter 6 of the Community Development Plan, the TSP and applicable City specifications included in the City of Sherwood Construction Standards. Streets shall include curbs, sidewalks, catch basins, street lights, and street trees. Improvements shall also include any bikeways designated on the Transportation System Plan map. Applicant may be required to dedicate land for required public improvements only when the exaction is directly related to and roughly proportional to the impact of the development, pursuant to Section 16.106.090.*
2. *If the applicant is required to provide street improvements, the City Engineer may accept a future improvements guarantee in lieu of street improvements if one or more of the following conditions exist, as determined by the City:*
 - a. *A partial improvement is not feasible due to the inability to achieve proper design standards;*
 - b. *A partial improvement may create a potential safety hazard to motorists or pedestrians.*
 - c. *Due to the nature of existing development on adjacent properties it is unlikely that street improvements would be extended in the foreseeable future and the improvement associated with the project under review does not, by itself, provide a significant improvement to street safety or capacity;*
 - d. *The improvement would be in conflict with an adopted capital improvement plan;*
 - e. *The improvement is associated with an approved land partition on property zoned residential use and the proposed land partition does not create any new streets; or*
 - f. *Additional planning work is required to define the appropriate design standards for the street and the application is for a project that would contribute only a minor portion of the anticipated future traffic on the street.*

Response: City Staff have identified that street improvements are required to SW Oregon Street. The specific requirements of these improvements were determined at a meeting on December 15, 2015 between the design team and the city staff. Specifics of this meeting are summarized in a letter from Bob Galati dated January 28, 2016 (attached as Appendix D). The required improvements can be seen on Sheet C200, and a typical section of the required improvements is on Sheet C500. The improvements include a 1-foot land dedication as well as a 4-foot sidewalk easement and an 8-foot public utility easement. This standard is met.

16.106.030 Location

A. *Generally*

The location, width and grade of streets shall be considered in their relation to existing and planned streets, topographical conditions, and proposed land uses. The proposed street system shall provide adequate, convenient and safe traffic and pedestrian circulation, and intersection angles, grades, tangents, and curves shall be adequate for expected traffic volumes. Street alignments shall be consistent with solar access requirements as per Chapter 16.156, and topographical considerations.

B. *Street Connectivity and Future Street Systems*

[Items 1 – 5 are not applicable]

6. *Pedestrian and Bicycle Connectivity. Paved bike and pedestrian accessways consistent with cross section standards in Figure 8-6 of the TSP shall be provided on public easements or right-of-way when full street connections are not possible, with spacing between connections of no more than 300 feet. Multi-use paths shall be built according to the Pedestrian and Bike Master Plans in the adopted TSP.*

Response: City Staff have identified that the street improvements required to SW Oregon Street include a portion of the Cedar Creek Trail. The sidewalk which is being built in the City right-of-way

is a portion of this trail. The street improvements can be found on sheet C200. This standard is met.

[Item 7 is not applicable.]

C. *Underground Utilities*

All public and private underground utilities, including sanitary sewers and storm water drains, shall be constructed prior to the surfacing of streets. Stubs for service connections shall be long enough to avoid disturbing the street improvements when service connections are made.

Response: All public and private underground utilities shall be constructed in accordance with the standard noted above. All public utility laterals shall extend to the property line, as indicated on sheets C400. This standard is met.

D. *Additional Setbacks*

Generally additional setbacks apply when the width of a street right-of-way abutting a development is less than the standard width under the functional classifications in Section VI of the Community Development Plan. Additional setbacks are intended to provide unobstructed area for future street right-of-way dedication and improvements, in conformance with Section VI. Additional setbacks shall be measured at right angles from the centerline of the street.

Response: The width of the street abutting the subject site is almost 41 feet, in conformance with the City standards of Section VI; no additional setbacks are required. This standard does not apply.

16.106.040 – *Design*

Standard cross sections showing street design and pavement dimensions are located in the City of Sherwood's Engineering Design Manual.

[guidelines...]

16.106.060 – *Sidewalks*

A. *Required Improvements*

1. *Except as otherwise provided, sidewalks shall be installed on both sides of a public street and in any special pedestrian way within new development.*
2. *For Highway 99W, arterials, or in special industrial districts, the City Manager or designee may approve a development without sidewalks if alternative pedestrian routes are available.*
3. *In the case of approved cul-de-sacs serving less than fifteen (15) dwelling units, sidewalks on one side only may be approved by the City Manager or designee.*

B. *Design Standards*

1. *Arterial and Collector Streets*

Arterial and collector streets shall have minimum eight (8) foot wide sidewalks/multi-use path, located as required by this Code.

2. *Local Streets*

Local streets shall have minimum five (5) foot wide sidewalks, located as required by this Code.

3. *Handicapped Ramps*

Sidewalk handicapped ramps shall be provided at all intersections.

C. *Pedestrian and Bicycle Paths*

Provide bike and pedestrian connections on public easements or right-of-way when full street connections are not possible, with spacing between connections of no more than 330 feet except where prevented by topography, barriers such as railroads or highways, or environmental constraints such as rivers and streams.

16.106.070 - *Bike Lanes*

If shown in Figure 13 of the Transportation System Plan, bicycle lanes shall be installed in public rights-of-way, in accordance with City specifications. Bike lanes shall be installed on both sides of designated roads, should be separated from the road by a twelve-inch stripe or other means approved by Engineering Staff, and should be a minimum of five (5) feet wide.

Response: The design cross-section is for the half-street improvements is based on standard cross-section detail RD-3 '3 Lane Section (without On-Street Parking)'. Figure 13 of the Sherwood TSP proposes that SW Oregon Street is a shared-use path. The design cross-section for the half-street improvements is in accordance with the information provided by City Staff and takes into account the requirements for sidewalks, pedestrian and bicycle paths that have been established for the Cedar Creek Trail. See sheet C500. This standard is met.

16.106.080 - Traffic Impact Analysis (TIA)

F. Approval Criteria

When a TIA is required, a proposal is subject to the following criteria, in addition to all criteria otherwise applicable to the underlying land use proposal:

1. *The analysis complies with the requirements of 16.106.080.C;*
2. *The analysis demonstrates that adequate transportation facilities exist to serve the proposed development or identifies mitigation measures that resolve identified traffic safety problems in a manner that is satisfactory to the City Engineer and, when County or State highway facilities are affected, to Washington County and ODOT;*
3. *For affected non-highway facilities, the TIA demonstrates that mobility and other applicable performance standards established in the adopted City TSP have been met; and*
4. *Proposed public improvements are designed and will be constructed to the street standards specified in Section 16.106.010 and the Engineering Design Manual, and to the access standards in Section 16.106.040.*
5. *Proposed public improvements and mitigation measures will provide safe connections across adjacent right-of-way (e.g., protected crossings) when pedestrian or bicycle facilities are present or planned on the far side of the right-of-way.*

Response: A Traffic Impact Analysis has been completed for the subject property. The results of the TIA conclude that no further analysis is needed and no off-site traffic improvements are required. A copy of the TIA is attached to the Site Plan Review documents as Appendix C. This standard is met.

Chapter 16.108 - IMPROVEMENT PLAN REVIEW

16.108.010 - Preparation and Submission

An improvement plan shall be prepared and stamped by a Registered Civil Engineer certifying compliance with City specifications. Two (2) sets of the plan shall be submitted to the City for review. An improvements plan shall be accompanied by a review fee as per this Section.

A. Review Fee

Plan review fees are calculated as a percentage of the estimated total cost of improvements and are set by the "Schedule of Development and Business Fees" adopted by Resolution of the Council. This schedule is included herein for the purposes of information, but is deemed to be separate from and independent of this Code.

B. Engineering Agreement

A copy of an agreement or contract between the applicant and Registered Civil Engineer for:

1. *Surveying sufficient to prepare construction plans.*
2. *Preparation of construction plans and specifications.*
3. *Construction staking, and adequate inspection.*
4. *Construction notes sufficient to develop accurate as-built plans.*
5. *Drawing of accurate as-built plans and submission of reproducible mylars for finals to the City.*
6. *Certificate stating that construction was completed in accordance with required plans and specifications.*

Response: Documents for the proposed half-street improvements have been prepared to a schematic design level and are included for plan review after approval in this application. See

sheets C301 and C302. The appropriate documentation for the Engineering Agreement will be prepared and submitted with the construction documents. This standard is met.

16.110 Sanitary Sewers

16.110.020 Design Standards

A. Capacity

Sanitary sewers shall be constructed, located, sized, and installed at standards consistent with this Code, the Sanitary Sewer Service Plan Map in the Sanitary Sewer Master Plan, and other applicable Clean Water Services and City standards, in order to adequately serve the proposed development and allow for future extensions.

B. Over-Sizing

1. *When sewer facilities will, without further construction, directly serve property outside a proposed development, gradual reimbursement may be used to equitably distribute the cost of that over-sized system.*
2. *Reimbursement shall be in an amount estimated by the City to be a proportionate share of the cost for each connection made to the sewer by property owners outside of the development, for a period of ten (10) years from the time of installation of the sewers. The boundary of the reimbursement area and the method of determining proportionate shares shall be determined by the City. Reimbursement shall only be made as additional connections are made and shall be collected as a surcharge in addition to normal connection charges.*

Response: Existing sanitary sewer infrastructure is available within SW Oregon Street to the south of the site. Private sanitary sewer infrastructure in accordance with the standards noted above is proposed to connect to the existing system; refer to sheets C400 and C401 for details of the design. This standard is met.

16.112 Water Supply

16.112.020 Design Standards

A. Capacity

Water lines providing potable water supply shall be sized, constructed, located and installed at standards consistent with this Code, the Water System Master Plan, the City's Design and Construction Manual, and with other applicable City standards and specifications, in order to adequately serve the proposed development and allow for future extensions.

B. Fire Protection

All new development shall comply with the fire protection requirements of Chapter 16.116, the applicable portions of Chapter 7 of the Community Development Plan, and the Fire District.

C. Over-Sizing

1. *When water mains will, without further construction, directly serve property outside a proposed development, gradual reimbursement may be used to equitably distribute the cost of that over-sized system.*
2. *Reimbursement shall be in an amount estimated by the City to be the proportionate share of the cost of each connection made to the water mains by property owners outside the development, for a period of ten (10) years from the time of installation of the mains. The boundary of the reimbursement area and the method of determining proportionate shares shall be determined by the City. Reimbursement shall only be made as additional connections are made and shall be collected as a surcharge in addition to normal connection charges.*
3. *When over-sizing is required in accordance with the Water System Master Plan, it shall be installed per the Water System Master Plan. Compensation for over-sizing may be provided through direct reimbursement, from the City, after mainlines have been accepted. Reimbursement of this nature would be utilized when the cost of over-sizing is for system wide improvements.*

Response: Public water service is available within SW Oregon Street to the south of the site. A domestic water line, as well as a fire water line will be extended to the site as shown on the plans on sheet C400 and C401. Plumbing permits will be obtained concurrently with the building permit. This standard is met.

16.114 Storm Water

16.114.020 Design Standards

A. Capacity

Storm water drainage systems shall be sized, constructed, located, and installed at standards consistent with this Code, the Storm Drainage Master Plan Map, attached as Exhibit E, Chapter 7 of the Community Development Plan, other applicable City standards, the Clean Water Services Design and Construction standards R&O 04-9 or its replacement, and hydrologic data and improvement plans submitted by the developer.

B. On-Site Source Control

Storm water detention and groundwater recharge improvements, including but not limited to such facilities as dry wells, detention ponds, and roof top ponds shall be constructed according to Clean Water Services Design and Construction Standards.

C. Conveyance System

The size, capacity and location of storm water sewers and other storm water conveyance improvements shall be adequate to serve the development and accommodate upstream and downstream flow. If an upstream area discharges through the property proposed for development, the drainage system shall provide capacity to the receive storm water discharge from the upstream area. If downstream drainage systems are not sufficient to receive an increase in storm water caused by new development, provisions shall be made by the developer to increase the downstream capacity or to provide detention such that the new development will not increase the storm water caused by the new development.

Response: Storm sewer infrastructure exists along SW Oregon Street to serve the proposed development. The proposed building will connect to existing storm laterals within SW Oregon Street as shown on the plans. Calculations demonstrating how the site meets the stormwater quality and quantity requirements is included on Sheet C400. This standard is met.

16.116 Fire Protection

16.116.020 Standards

A. Capacity

All fire protection facilities shall be approved by and meet the specifications of the Fire District, and shall be sized, constructed, located, and installed consistent with this Code, Chapter 7 of the Community Development Plan, and other applicable City standards, in order to adequately protect life and property in the proposed development.

B. Fire Flow

Standards published by the Insurance Services Office, entitled "Guide for Determination of Required Fire Flows" shall determine the capacity of facilities required to furnish an adequate fire flow. Fire protection facilities shall be adequate to convey quantities of water, as determined by ISO standards, to any outlet in the system, at no less than twenty (20) pounds per square inch residual pressure. Water supply for fire protection purposes shall be restricted to that available from the City water system. The location of hydrants shall be taken into account in determining whether an adequate water supply exists.

C. Access to Facilities

Whenever any hydrant or other appurtenance for use by the Fire District is required by this Chapter, adequate ingress and egress shall be provided. Access shall be in the form of an improved, permanently maintained roadway or open paved area, or any combination thereof, designed, constructed, and at all times maintained, to be clear and unobstructed. Widths, height clearances, ingress and egress shall be adequate for District firefighting equipment. The Fire District, may further prohibit vehicular parking along private access ways in order to keep them clear and unobstructed, and cause notice to that effect to be posted.

D. Hydrants

Hydrants located along private, access ways shall either have curbs painted yellow or otherwise marked prohibiting parking for a distance of at least fifteen (15) feet in either direction, or where curbs do not exist, markings shall be painted on the pavement, or signs erected, or both, given notice that parking is prohibited for at least fifteen (15) feet in either direction.

Response: Fire protection facilities will meet the standards of this section for capacity, fire flow, access, and hydrants. The building will include a sprinkler system. Adequate ingress and egress will be provided as shown on the plans. One fire hydrant will be provided as shown on the plans, see detail 2/C401 (the hydrant is located east of the driveway). This standard is met.

DIVISION VI. PUBLIC INFRASTRUCTURE

16.118 Public and Private Utilities

16.118.020 Standard

- A. Installation of utilities shall be provided in public utility easements and shall be sized, constructed, located and installed consistent with this Code, Chapter 7 of the Community Development Code, and applicable utility company and City standards.
- B. Public utility easements shall be a minimum of eight (8) feet in width unless a reduced width is specifically exempted by the City Engineer. An eight-foot wide public utility easement (PUE) shall be provided on private property along all public street frontages. This standard does not apply to developments within the Old Town Overlay.
- C. Where necessary, in the judgment of the City Manager or his designee, to provide for orderly development of adjacent properties, public and franchise utilities shall be extended through the site to the edge of adjacent property(ies).
- D. Franchise utility conduits shall be installed per the utility design and specification standards of the utility agency.
- E. Public Telecommunication conduits and appurtenances shall be installed per the City of Sherwood telecommunication design standards.
- F. Exceptions: Installation shall not be required if the development does not require any other street improvements. In those instances, the developer shall pay a fee in lieu that will finance installation when street or utility improvements in that location occur.

Response: Public and private utilities will be contained within easements and designed, constructed, located, and installed consistent with this code as shown on the attached plans. This standard is met.

16.118.030 Underground Facilities

Except as otherwise provided, all utility facilities, including but not limited to, electric power, telephone, natural gas, lighting, cable television, and telecommunication cable, shall be placed underground, unless specifically authorized for above ground installation, because the points of connection to existing utilities make underground installation impractical, or for other reasons deemed acceptable by the City.

Response: All utilities will be placed underground for this proposal as shown on the attached plans. This standard is met.

DIVISION VIII. ENVIRONMENTAL RESOURCES

16.142 Parks, Trees, and Open Spaces

16.142.040 Visual Corridors

A. Corridors Required

New developments located outside of the Old Town Overlay with frontage on Highway 99W, or arterial or collector streets designated on Figure 8-1 of the Transportation System Plan shall be required to establish a landscaped visual corridor according to the following standards:

Collector category: 10 feet

Response: A 10 foot wide visual corridor is provided along the entire frontage of SW Oregon Street, see sheet L1.0. This standard is met.

B. Landscape Materials

The required visual corridor areas shall be planted as specified by the review authority to provide a continuous visual and/or acoustical buffer between major streets and developed uses. Except as provided for above, fences and walls shall not be substituted for landscaping within the visual corridor. Uniformly planted, drought resistant street trees and ground cover, as specified in Section 16.142.060, shall be planted in the corridor by the developer. The improvements shall be included in the compliance agreement. In no case shall trees be removed from the required visual corridor.

Response: The proposed landscaping materials in the visual corridor are both hardy and evergreen. They will provide a screen along the street of varied heights and textures and will be

drought tolerant. Street trees are proposed at a uniform spacing 30 feet on center along the entire frontage of SW Oregon Street. This standard is met.

16.142.060 Street Trees

A. Installation of Street Trees on New or Redeveloped Property.

Trees are required to be planted to the following specifications along public streets abutting or within any new development or re-development. Planting of such trees shall be a condition of development approval. The City shall be subject to the same standards for any developments involving City-owned property, or when constructing or reconstructing City streets. After installing street trees, the property owner shall be responsible for maintaining the street trees on the owner's property or within the right-of-way adjacent to the owner's property.

1. *Location: Trees shall be planted within the planter strip along a newly created or improved streets. In the event that a planter strip is not required or available, the trees shall be planted on private property within the front yard setback area or within public street right-of-way between front property lines and street curb lines or as required by the City.*
2. *Size: Trees shall have a minimum trunk diameter of two (2) caliper inches, which is measured six inches above the soil line, and a minimum height of six (6) feet when planted.*
3. *Types: Developments shall include a variety of street trees. The trees planted shall be chosen from those listed in 16.142.080 of this Code.*
4. *Required Street Trees and Spacing:*
 - a. *The minimum spacing is based on the maximum canopy spread identified in the recommended street tree list in section 16.142.080 with the intent of providing a continuous canopy without openings between the trees. For example, if a tree has a canopy of forty (40) feet, the spacing between trees is forty (40) feet. If the tree is not on the list, the mature canopy width must be provided to the planning department by a certified arborist.*
 - b. *All new developments shall provide adequate tree planting along all public streets. The number and spacing of trees shall be determined based on the type of tree and the spacing standards described in a. above and considering driveways, street light locations and utility connections. Unless exempt per c. below, trees shall not be spaced more than forty (40) feet apart in any development.*
 - c. *A new development may exceed the forty-foot spacing requirement under section b. above, under the following circumstances:*
 - (1) *Installing the tree would interfere with existing utility lines and no substitute tree is appropriate for the site; or*
 - (2) *There is not adequate space in which to plant a street tree due to driveway or street light locations, vision clearance or utility connections, provided the driveways, street light or utilities could not be reasonably located elsewhere so as to accommodate adequate room for street trees; and*
 - (3) *The street trees are spaced as close as possible given the site limitations in (1) and (2) above.*
 - (4) *The location of street trees in an ODOT or Washington County right-of-way may require approval, respectively, by ODOT or Washington County and are subject to the relevant state or county standards.*
 - (5) *For arterial and collector streets, the City may require planted medians in lieu of paved twelve-foot wide center turning lanes, planted with trees to the specifications of this subsection.*

Response: Refer to sheet L1.0 for location of street trees. (17) Fraxinus ornus street trees are proposed to be planted within the planter strip, sized at 2-1/2" cal., and spaced at 30 feet on center to meet the minimum spacing based on the maximum canopy spread identified in the recommended street tree list. This standard is met.

16.142.070 Trees on Property Subject to Certain Land Use Applications

C. Inventory

1. *To assist the City in making its determinations on the retention of trees and woodlands, land use applications including Type II - IV development shall include a tree and woodland inventory and report. The report shall be prepared by a qualified professional and must contain the following information:*
 - a. *Tree size (in DBH and canopy area)*
 - b. *Tree species*
 - c. *The condition of the tree with notes as applicable explaining the assessment*

- d. *The location of the tree on the site*
 - e. *The location of the tree relative to the planned improvements*
 - f. *Assessment of whether the tree must be removed to accommodate the development*
 - g. *Recommendations on measures that must be taken to preserve trees during the construction that are not proposed to be removed.*
2. *In addition to the general requirements of this Section, the tree and woodland inventory's mapping and report shall also include, but is not limited to, the specific information outlined in the appropriate land use application materials packet.*
 3. *Definitions for the inventory purposes of this Section*
 - a. *A tree is a living woody plant having a trunk diameter as specified below at Diameter at Breast Height (DBH). Trees planted for commercial agricultural purposes, and/or those subject to farm forest deferral, such as nut and fruit orchards and Christmas tree farms, are excluded from this definition and from regulation under this Section, as are any living woody plants under six (6) inches at DBH. All trees six (6) inches or greater shall be inventoried.*
 - b. *A woodland is a biological community dominated by trees covering a land area of 20,000 square feet or greater at a density of at least fifty (50) trees per every 20,000 square feet with at least fifty percent (50%) of those trees of any species having a six (6) inches or greater at DBH. Woodlands planted for commercial agricultural purposes and/or subject to farm forest deferral, such as nut and fruit orchards and Christmas tree farms, are excluded from this definition, and from regulation under this Section.*
 - c. *A large stature tree is over 20 feet tall and wide with a minimum trunk diameter of 30 inches at DBH.*

Response: A tree inventory report is attached as Appendix H. The net result of the tree evaluation is that all on-site trees will be impacted by the proposed improvements and will need to be removed. There are (3) trees offsite that will require protection. Existing street trees will also be impacted by the proposed improvements and will need to be removed.

D. Retention requirements

1. *Trees may be considered for removal to accommodate the development including buildings, parking, walkways, grading etc., provided the development satisfies of D.2 or D.3, below.*
3. *Required Tree Canopy - Non-Residential and Multi-family Developments*

Each net development site shall provide a variety of trees to achieve a minimum total tree canopy of 30 percent. The canopy percentage is based on the expected mature canopy of each tree by using the equation πr^2 to calculate the expected square footage of each tree. The expected mature canopy is counted for each tree even if there is an overlap of multiple tree canopies.

The canopy requirement can be achieved by retaining existing trees or planting new trees. Required landscaping trees can be used toward the total on site canopy required to meet this standard. The expected mature canopy spread of the new trees will be counted toward the required canopy cover. A certified arborist or other qualified professional shall provide an estimated tree canopy for all proposed trees to the planning department for review as a part of the land use review process.

Canopy requirement: 30%

Counted Toward the Canopy Requirement:

<i>Street trees included in canopy requirement:</i>	No
<i>Landscaping requirements included in canopy requirement:</i>	Yes
<i>Existing trees onsite:</i>	Yes x2
<i>Planting new trees onsite:</i>	Yes

Response: Because the existing trees will not be retained, new trees will be planted to achieve the 30% canopy requirement, as shown in the plans on sheet L1. This standard is met.

4. The City may determine that, regardless of D.1 through D.3, certain trees or woodlands may be required to be retained. The basis for such a decision shall include; specific findings that retention of said trees or woodlands furthers the purposes and goals of this Section, is feasible and practical both within the context of the proposed land use plan and relative to other policies and standards of the City Comprehensive Plan, and are:
- a. Within a Significant Natural Area, 100-year floodplain, City greenway, jurisdictional wetland or other existing or future public park or natural area designated by the City Comprehensive Plan, or
 - b. A landscape or natural feature as per applicable policies of the City Comprehensive Plan, or are necessary to keep other identified trees or woodlands on or near the site from being damaged or destroyed due to windfall, erosion, disease or other natural processes, or
 - c. Necessary for soil stability and the control of erosion, for managing and preserving surface or groundwater quantities or quality, or for the maintenance of a natural drainage way, as per Clean Water Services stormwater management plans and standards of the City Comprehensive Plan, or
 - d. Necessary in required buffers between otherwise incompatible land uses, or from natural areas, wetlands and greenways, or
 - e. Otherwise merit retention because of unusual size, size of the tree stand, historic association or species type, habitat or wildlife preservation considerations, or some combination thereof, as determined by the City.

Response: This standard is not applicable.

7. All trees, woodlands, and vegetation located on any private property accepted for dedication to the City for public parks and open space, greenways, Significant Natural Areas, wetlands, floodplains, or for storm water management or for other purposes, as a condition of a land use approval, shall be retained outright, irrespective of size, species, condition or other factors. Removal of any such trees, woodlands, and vegetation prior to actual dedication of the property to the City shall be cause for reconsideration of the land use plan approval.

Response: This standard is not applicable.

G. *Tree Protection during Development*

The applicant shall prepare and submit a final Tree and Woodland Plan prior to issuance of any construction permits, illustrating how identified trees and woodlands will be retained, removed or protected as per the Notice of Decision. Such plan shall specify how trees and woodlands will be protected from damage or destruction by construction activities, including protective fencing, selective pruning and root treatments, excavation techniques, temporary drainage systems, and like methods. At a minimum, trees to be protected shall have the area within the drip line of the tree protected from grading, stockpiling, and all other construction related activity unless specifically reviewed and recommended by a certified arborist or other qualified professional. Any work within the dripline of the tree shall be supervised by the project arborist or other qualified professional onsite during construction.

Response: Tree protection requirements will be provided in the Landscape Design Specifications which will be submitted as a part of the Construction Documents.

16.144 Wetland, Habitat, and Natural Areas

16.144.020 Standards

Response: As part of the site associated with the former Tannery, this site has been previously developed. The site is not identified on the City's Wetland Inventory, the Comprehensive Plan Natural Resource Inventory, or the Regionally Significant Fish and Wildlife Habitat Area map adopted by Metro. These standards do not apply.

16.146 Noise

16.146.010 - Generally

All otherwise permitted commercial, industrial, and institutional uses in the City shall comply with the noise standards contained in OAR 340-35-035. The City may require proof of compliance with OAR 340-35-035 in the form of copies of all applicable State permits or certification by a professional acoustical engineer that the proposed uses will not cause noise in excess of State standards.

Response: the activities associated with the proposed warehouse and associated office will not cause noise in excess of State standards. This standard is met.

16.148 Vibrations*16.148.010 - Generally*

All otherwise permitted commercial, industrial, and institutional uses shall not cause discernible vibrations that exceed a peak of 0.002 gravity at the property line of the originating use, except for vibrations that last five (5) minutes or less per day, based on a certification by a professional engineer.

Response: the activities associated with the proposed warehouse and associated office will not cause discernable vibrations in excess of the standard noted above. This standard is met.

16.150 Air Quality*16.150.010 - Generally*

All otherwise permitted commercial, industrial, and institutional uses shall comply with applicable State air quality rules and statutes:

- A. All such uses shall comply with standards for dust emissions as per OAR 340-21-060.*
- B. Incinerators, if otherwise permitted by Section 16.140.020, shall comply with the standards set forth in OAR 340-25-850 through 340-25-905.*
- C. Uses for which a State Air Contaminant Discharge Permit is required as per OAR 340-20-140 through 340-20-160 shall comply with the standards of OAR 340-220 through 340-20-276.*

Response: the activities associated with the proposed warehouse and associated office shall comply with all applicable State air quality rules and statutes. This standard is met.

16.152 Odors*16.152.010 - Generally*

All otherwise permitted commercial, industrial, and institutional uses shall incorporate the best practicable design and operating measures so that odors produced by the use are not discernible at any point beyond the boundaries of the development site.

Response: the activities associated with the proposed warehouse and associated office are not such that they will produce odors. This standard is met.

16.154 Heat and Glare*16.154.10 Generally*

Except for exterior lighting, all otherwise permitted commercial, industrial, and institutional uses shall conduct any operations producing excessive heat or glare entirely within enclosed buildings. Exterior lighting shall be directed away from adjoining properties, and the use shall not cause such glare or lights to shine off site in excess of one-half (0.5) foot candle when adjoining properties are zoned for residential uses.

Response: As the proposal is a warehouse, there will be no operations which produce excessive heat or glare. As demonstrated by the attached photometric lighting plan, attached as Appendix E, no excessive glare or light spillage will be caused by the proposed development. The proposed lighting will illuminate only the areas directly adjacent to the building and no off-site impact is expected. These standards are met.

16.156 Energy Conservation*16.156.020 Standards*

- A. Building Orientation - The maximum number of buildings feasible shall receive sunlight sufficient for using solar energy systems for space, water or industrial process heating or cooling. Buildings and vegetation shall be sited with respect to each other and the topography of the site so that unobstructed sunlight reaches the south wall of the greatest possible number of buildings between the hours of 9:00 AM and 3:00 PM, Pacific Standard Time on December 21st.*

Response: The proposed building is configured such that solar access will not be obscured by surrounding buildings (there are no additional buildings proposed) or improvements. Trees are proposed on the southwest side of the building to provide shading for the large areas of glazing

which would otherwise be subject to large solar gains from the afternoon sun. The proposed landscaping will not obscure the roof, should the Owner desire to place solar energy systems there in the future. This standard is met.

B. Wind - The cooling effects of prevailing summer breezes and shading vegetation shall be accounted for in site design. (To) the extent solar access to adjacent sites is not impaired vegetation shall be used to moderate prevailing winter wind on the site.

Response: Prevailing summer breezes in Sherwood generally come from the southwest. The office functions of the proposed building are located on the southwest end of the building, which will allow for these breezes to be utilized if the building occupants desire passive cooling. In addition, as noted in the response above, shade trees are provided to moderate the effects of solar gain on the southwest elevation. Due to the parking layout, and future use of the site, landscaping is not provided on the north side of the building. There is however, a large stand of existing buffer vegetation adjacent to the northwest edge of the property, along the rail line, which should help to moderate the effects of winter winds. This standard is met.

DIVISION IX – historic resources.

Response: There are no standards in this division of the Sherwood Zoning Code which are applicable to this proposal.

IV. SUMMARY AND CONCLUSION

As demonstrated above and by the included drawings and reports, the required findings have been made and the application is consistent with the applicable provisions of the City of Sherwood Municipal Code. Where additional discretionary land use considerations are applied to this Site Plan Review, we request the opportunity to provide additional evidence and a written response.

As this is the first in several anticipated development phases, future buildings on the site will be subject to future site plan review processes.

Thank you for your consideration of this application, and based upon the findings demonstrated above, we respectfully request approval of the application

APPENDIX A: PROPERTY DEED AND TITLE REPORT

APPENDIX B: CWS SERVICE PROVIDER LETTER

APPENDIX C: TRAFFIC IMPACT ANALYSIS REPORT

APPENDIX D: LETTER OF UNDERSTANDING

APPENDIX E: PHOTOMETRIC PLAN

APPENDIX F: GEOTECHNICAL ENGINEERING REPORT

APPENDIX G: PRELIMINARY STORMWATER DRAINAGE REPORT

APPENDIX H: TREE & WOODLAND INVENTORY REPORT

APPENDIX I: FIRE FLOW REPORT